

COLLECTION DEVELOPMENT AND MANAGEMENT

The Norwalk Easter Public Library provides a collection of materials that support the broad range of cultural, educational, informational, and recreational needs and interests of its customers and the community.

The collection is free of censorship and accentuates the public's freedom of choice, which is essential to a public library in a democratic and open society. The wide diversity of thought found in the collection reflects the library's policy on intellectual freedom and is not an endorsement of any viewpoint, ideology, or philosophy.

The principles of the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements are endorsed and followed by the library. These statements are included and intended to be part of this policy.

Responsibility for Materials Selection

The Norwalk Easter Public Library Board of Trustees delegates the responsibility for the selection and management of library materials to the library director. If deemed necessary, this responsibility may be shared with staff members who possess education or training in the principles and practices of materials selection. The director is ultimately accountable for all acquisitions and has the authority to reject or select any material contrary to the recommendations of the staff.

Selection of Materials

The library is committed to providing materials in print, non-print, and electronic formats that are of permanent value, of contemporary significance, or of special interest to the community. A variety of collection development resources are consulted and specific guidelines and criteria are considered when selecting materials.

Collection Development Resources

- Professional and trade journals
- Publisher's catalogs and promotional materials
- Reviews in newspapers, magazines, broadcast media, and other reputable sources
- Local publications
- Bibliographies and lists

Guidelines

- Items are judged based on the total effect of the material, not on the presence of words, phrases, or situations that might be objectionable.
- The selection process is not governed by the possibility that minors might obtain materials their parents consider inappropriate. Parents or guardians are responsible for the reading, viewing, and listening habits of minors.
- Special requests by customers are welcome. Although requests are strongly considered based on the library's selection guidelines and criteria, the library assumes no obligation to purchase any item.
- Abridged materials are not added to the collection.
- The library attempts to provide materials in a wide variety of formats and to respond to changes in available formats.

Criteria

- Artistic, literary, historic, and/or scientific merit
- Present or potential relevance to community need and/or demand
- Clarity of presentation and accuracy of information
- Reputation, authority, and/or competence of author, publisher, or producer
- Amount of similar materials already in the collection

- Favorable reviews
- Strengthens a specific collection
- Quality, durability, and format is appropriate for library use and multiple circulations
- Price, in relation to total budget
- Availability of shelf space

De-selection of Materials

The de-selection of materials—weeding—is an integral component of collection development. The systematic removal of materials that no longer contribute to the value or purpose of the collection is essential to maintaining an up-to-date, attractive, and useful collection. Age, content, condition, or frequency of use primarily determines if an item should be withdrawn.

Donations

The library appreciates and encourages donations of books and other materials, acknowledging that these items often enrich and expand the library's collection. Although most donations are welcome, the library does not accept:

- Textbooks
- Condensed books
- Encyclopedias
- Magazines older than three years
- Marked, yellowed, musty, or damaged materials
- Equipment, unless it satisfies a definite need

Acceptance of donated materials does not guarantee addition to the collection. The same guidelines and criteria used to select purchased materials are used to evaluate donations.

If accepted, donations become the property of the library and may be disposed of as the library chooses. Materials donated with special conditions or restrictions are not accepted.

The library does not assume responsibility for replacing donated materials if they are lost or damaged or to keep them after they are of no further value to the library's collection.

If requested, a receipt stating the number of items given is provided. However, the library does not assign a dollar value. Value is for the donor to establish.

The Norwalk Easter Public Library Board of Trustees must approve donations of art and artifacts.

Disposition of Materials

Library staff decides the disposition of materials that do not contribute to the purpose of the library's collection. Weeded or donated materials may be sold for the benefit of the library, transferred to other institutions, or disposed of if condition warrants.

Request for Reconsideration

A customer wishing to object formally to material in the collection must fill out a Request for Reconsideration of Library Material form. The form is available at the circulation counter or on the library's Web site under Policies. The director will review all pertinent materials and respond in writing to the request. The material in question will remain on the shelf until a decision is made. If the complainant wishes to appeal the director's decision, they may ask the Norwalk Easter Public Library Board of Trustees to review the complaint. Material the board deems appropriate for the collection will not be removed unless by court order.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003
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 Revised February 16, 2009

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Please be aware that your request will be reported to the Norwalk Easter Public Library Board of Trustees and will be a matter of public record.

Title _____

Format of material _____

Did you read, hear, or view the entire material?
If not, what parts?

What do you find objectionable about the material? Please be specific by citing passages, scenes, etc.

What do you believe might be the result of reading, hearing, or viewing the material?

What good or valuable features do you find in the material?

Have you read any reviews of the material?
If yes, please specify:

What would you like the library to do about the material?

Comments:

Complainant signature _____ Date _____

Address _____ Telephone _____

Complainant represents _____ self _____ other, please name _____